

Digital Policy Office (DPO)

2025 Post-Secondary Student Summer Internship Programme

Allowance: HK\$11,500 per month

Period of Internship: July to August 2025 (around 2 months)

General Requirements:

Applicants must –

- (a) be permanent residents of the Hong Kong Special Administrative Region;
- (b) be students studying full-time post-secondary programmes in Information Technology; and
- (c) not have completed or be studying their final year of study before the internship period commences.

The following intern positions are now available for application:

Post Title	Brief Job Descriptions	Additional Requirements	Work Location
DA Division – (DAA)131 Team	(a) To assist in designing and developing promotional messages, infographics, animated videos and stickers for “iAM Smart” disseminated through various channels, including websites, social media, etc.; (b) To provide support in organising promotional events for “iAM Smart”, including event planning, preparing publicity and promotional materials, etc.; and (c) To provide support on	(a) Background in information technology with knowledge in multimedia; (b) Basic knowledge in Adobe Photoshop and Illustrator; (c) Basic knowledge in social media, e.g. Facebook, Instagram, YouTube, Xiaohongshu, etc.; (d) Basic knowledge in programming languages, e.g. JavaScript, CSS, HTML5, PHP, JSP, etc.; and (e) Good command of written	Cyberport

Post Title	Brief Job Descriptions	Additional Requirements	Work Location
	website maintenance for “iAM Smart” (iamsmart.gov.hk).	and spoken English and Chinese.	
DA Division – (DAA)221 Team	(a) To provide technical support to bureaux/departments (B/Ds) on e-Form development; (b) To liaise with B/Ds on the adoption of Central E-Form Services (CEFS); and (c) To maintain technical and guideline documents of CEFS.	(a) Proficiency in web application development skills; (b) Knowledge in JavaScript and Python programming; (c) Good communication and interpersonal skills; and (d) Good command of written English.	Cyberport
MIC Division – (MIC)233 Team	(a) To perform public Wi-Fi service checks at all Government Wi-Fi venues across the 18 districts; and (b) To assist in miscellaneous/ad-hoc duties of the team as assigned by the supervisor.	(a) Knowledge in Wi-Fi Internet access and Wi-Fi configuration; (b) Familiar with at least one of the following operating systems: MS Windows, Mac OS, especially how to connect to Wi-Fi; (c) Familiar with Android or iOS mobile devices (e.g. smartphones and tablets), especially how to connect to Wi-Fi; and (d) Good communication and interpersonal skills.	- Wanchai; - GovWiFi venues (indoor and outdoor)
PGC Division – (PGC)11	(a) To conduct research on industry best practices, international standards	(a) Excellent language proficiency in both English and Chinese;	Cyberport

Post Title	Brief Job Descriptions	Additional Requirements	Work Location
Team	and emerging security threats; (b) To assist in the review and update of security-related documents, materials and webpages; and (c) To provide administrative support to the IT Security Team in its daily operations.	(b) Familiar with basic security concepts; and (c) Strong analytical and research skills.	
PGC Division – (PGC)12 Team	(a) To collect and analyse cyber threat information; (b) To support identification and monitoring of Internet-facing assets; (c) To support security assessments of web applications and other Internet-facing assets; and (d) To provide administrative support to the team in its daily operations.	(a) Good knowledge of information security, computer networking and webpage technologies; (b) Basic programming skills, preferably in Python; (c) Genuine interest in the field of information security; and (d) Good command of Chinese and English.	Cyberport

Terms and Conditions of Appointment: Successful candidates will be engaged on non-civil service terms and will be required to work 44 hours per week. The actual hours of work may vary depending on operational needs. Overtime work, if necessary, will be compensated by time-off in lieu.

Fringe Benefits: Rest days, statutory holidays (or substituted holidays), sick leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.

How to Apply:

- (a) Students studying in local post-secondary institutions

You **MUST** apply through the Student Affairs Office/Career Centre of your institution. You are advised to **note the deadlines set by the respective institution.**

*(Applications not submitted through the Student Affairs Offices/Career Centres of the respective institutions will **NOT** be considered.)*

(b) Students studying in **non-local** post-secondary institutions

You must submit your application on or before 6:00 p.m., 12 May 2025 (Hong Kong Time) online through the GovHK website at <https://eform.cefs.gov.hk/form/dpo011/>. Please also provide a reference letter issued by your post-secondary institution certifying your student status in the institution, accompanied by copies of relevant academic transcripts in your application.

[**Note:** Applications which are incomplete will **NOT** be considered. Applicants who are selected for interview will normally receive an invitation in about two to four weeks from the closing date for application. **Individual selection interviews will be conducted for each intern position.** Those who are not invited for interview by June 2025 may assume that their applications are unsuccessful.]

Enquiry Address: Appointments Section, Digital Policy Office, 12/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon

Enquiry Telephone: 3847 7387

Closing Date for Application:

(a) Students studying in **local** post-secondary institutions

Please refer to the deadlines set by the respective institutions.

(b) Students studying in **non-local** post-secondary institutions

12 May 2025 at 6:00 p.m. Hong Kong Time

General Notes:

- (a) Summer interns must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancies advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Summer interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the civil service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interviews.
- (f) It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at www.csb.gov.hk under "Administration of the Civil Service – Appointments".